

Downtown Muskegon Business Improvement District

Meeting Minutes

January 19, 2015

380 W. Western Ave., Suite 202 Muskegon, MI at 4 PM

- 1) Call to Order: 4:00 PM
- 2) Attendance:
Doug Pollock (Chair), Mike Hennessy, Bob Tarrant, Gary Post and Frank Peterson

Excused Absent(s): Justin Clark (VC), Bruce Lindstrom, John Riegler and Connie Taylor

Guests: Dennis Lohman, Northwester Industrial sales, and Mohammed Al-Shatel, Muskegon DPW director.
- 3) Consent Agenda
 - a) Approval of Agenda

Motion: Frank Peterson
Support: Mike Hennessy
Vote: All voted in favor
 - b) Approval of Minutes from the November 17, 2015 Meeting

Motion: Frank Peterson
Support: Mike Hennessy
Vote: All voted in favor
- 4) Public Comment (on an agenda item) – None. The board chose to leave the floor open for the whole meeting allowing attendees to participate as they like.
- 5) Unfinished Business
 - a) BID board meetings will be called for February, March and April to begin 2016 as the District begins operations and collection of assessments.
 - b) Discussion of the one-year nature of the BID and the need to evaluate the first year. The board will have to approach the Muskegon City Commission for a decision on the second year and beyond. Those discussions and decisions will need to be made by the August-September timeframe for city action for 2017.
 - c) Overall explanation of the Muskegon Business Improvement District final assessment approvals by the Muskegon City Commission and the authorization of a \$45,000 loan from the city to the BID was given by Muskegon City Manager Frank Peterson and Downtown Muskegon Now Executive Director Dave Alexander.

6) New Business

- a) Agreement between BID and Downtown Muskegon Now for DMN to manage the BID work plan and budget. Authorized DMN staff to spend the \$45,000 city loan funds only for snow removal and spring-fall landscaping at this time. All other spending needs to be approved by the board.

Motion: Frank Peterson

Support: Bob Tarrant

Vote: All voted in favor

- b) Accept the \$45,000 loan and the city terms of an 18-month payback at no interest rate.

Motion: Frank Peterson

Support: Gary Post

Vote: All in favor

- c) Authorize Chairman Doug Pollock to sign the city's promissory note for \$45,000 on behalf of the BID board.

Motion: Frank Peterson

Support: Bob Tarrant

Vote: All in favor

- d) The DMN had sought through a Request for Proposals expanded BID sidewalk snow removal services at the end of October. Only one proposal was received from H&H Lawn Service & Snowplowing of North Muskegon. Due to the delay in approval of the BID assessments by Muskegon City Commission, the H&H proposal needed to be resubmitted.

Authorize DMN Executive Director Dave Alexander to sign a BID snow removal contract with H&H from February 1, 2016 through April 15, 2016 not to exceed \$24,000 with potential additional charges for salt and snow hauling with loader and dump truck. Discussion included a request to have at least holes cut into the snow banks at mid-blocks to allow clear access from the sidewalk to the street. Another suggestion was to remove snow from between the street and sidewalks when available and to coordinate that work with the city of Muskegon DPW.

Motion: Frank Peterson

Support: Mike Hennessy

Vote: All in favor

- e) Appointment of a treasurer. Nomination was for Connie Taylor to serve as treasurer and that she be authorized to be signatory to any BID bank accounts.

Motion: Frank Peterson
Support: Mike Hennessy
Vote: All in favor

7) Other business

Board members discussed the future inclusion of the Sidock Building parking lot being part of the snow removal contract in the future and as to whether it would be open to the public. BID staff will explore that issue for next winter's snow removal contract.

8) Adjournment

5:10 PM

No Objection

Minutes produced and submitted by Dave Alexander, executive director of Downtown Muskegon Now.